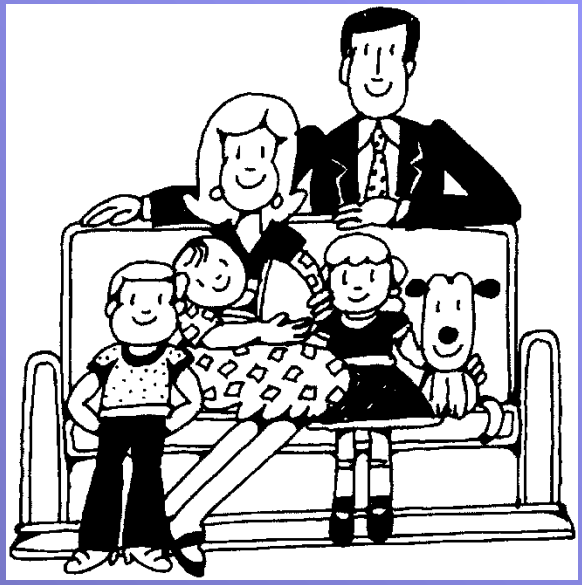
Family Care Plans



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State Family Program Coordinator

All information extracted directly from
AR 600-20 Chapter 5.5
and Added Requirements per State SOP

Class Objectives

- Purpose
- Identify Who Needs FCP
- Procedure
- Pay Off

Purpose

To ensure that all soldiers are prepared for mobilization at all times

Who Needs a Family Care Plan?

- ✭ A pregnant soldier who has no spouse or is dual military.
- A soldier with no spouse; is divorced, widowed or separated, or is residing apart from his or her spouse; who has joint or full legal physical custody of on or more family members under the age of 19 or who has adult family member(s) incapable of self-care regardless of age.
- A soldier who is divorced (not married) and who has liberal or extended visitation rights by court decree which would allow family members to be solely in the soldier's care in excess of 30 consecutive days.

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- ✭ A soldier who has a child under the age of 19 or adult dependent family member(s) incapable of self-care, regardless of age and is not married to or is separated from the other parent.

- Continued..

✭ Soldiers who spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care of services.

✭ Dual military who have children under the age of 19 or adult family member(s) incapable of self-care regardless of age.

✭ Per 600-20. “All married soldiers who have family members are encouraged to complete and maintain a Family care plan even if not specifically required to do so by Army regulations” para 5-5 g 13 (h) (2) i

Forms Needed to Prepare FCPs

- MEARNG Form 5304-R - Family Care Plan Worksheet - To be completed during inprocessing and updated annually.
- DA Form 5304-R - Family Care Plan Counseling Checklist - Commander may designate an authorized representative to conduct Family Care Plan counseling and to initial and sign the counseling form in the commanders behalf.
- DA Form 5305-R - The Family Care Plan - Commander is the sole approving authority. Responsibility will not be delegated.

Forms Used Preparing FCPs cont.

- DA Form 5840-R - Certificate of Acceptance as Guardian or Escort - *This form must be notarized.*
- DA Form 5841-R - Power of Attorney - Fill out, but does not need to be notarized until notification of deployment.
- A letter of instruction to the guardian/escort with pertinent information for temporary or long term guardianship. Example: childcare, financial responsibilities.
- DD Form 1172 - needed at time of mobilization to provide to family members.

Completing FCPs

- MEARNG - 5304-R - Family Care Plan Worksheet - to be completed during inprocessing and updated annually.
- If soldier indicates he/she needs a family care plan:
  - Send a copy of ME Form 5304-R to SIB
  - Counsel soldier using DA Form 5304-R
- Per counseling form, soldier has 60 days from date of counseling t complete the following documents:
  - DD Form 5841-R - Power of Attorney
  - Notarized DA Form 5840-R
  - Letter of instruction to guardians
  - DD Form 2558 - unsigned
  - DA Form 5405-R
- Commander reviews the complete plan and approves/disapproves.

Completing FCPs for Pregnant Soldiers

- Counsel using DA Form 5304-R as soon as pregnancy is identified but not later than 90 days prior to expected date of birth of child
- DA Form 5305-R showing their intentions for family care not later than 60 days prior to the birth of the child.
- DA Forms 5840-R and 5841-R or other guardianship documents no later than 45 days following the date of birth of the child. Also a recertified 5305-R at that time.

Dual Military

- One plan for both military personnel is authorized.
- Both Commanders need to approve the signed plan.
- The Commander whose soldier is most likely to deploy should retain the original plan and forward a copy to the other commander.

Processing FCP once approved

- Original plan is placed in the unit file
- Copy sent to SIDPERS on unit TL for iPERMING
- Must be recertified at least annually by initialing and dating the DA Form 5305-R.

Mobilization

- After SRP
  - Original is sent to designated individuals who will care for family member
  - Copy remains in PMP
  - Copy sent to SFPC